

## **E-Rate Technology Plan Review and Approval Process**

### **Required:**

- 1) Review the E-Rate Technology Plan criteria and write/update the district technology plan.

### **Recommended:**

- 2) Involve people in the district who have not been on the writing/rewriting team to self-assess the district technology plan utilizing the plan criteria written in a self-assessment format (see link on E-Rate home page for the E-Rate Technology Plan Self Assessment Rubric).
- 3) Modify the plan as needed according to the results of the local self-assessment.

### **Required:**

- 4) Complete and sign the E-Rate Technology Plan Statement of Assurances form.
- 5) Send the completed and signed form to the Office of Public Instruction (OPI).
- 6) The OPI will review the completed and signed form and issue the district a Certificate of Technology Plan Approval as appropriate.

The OPI will then update the E-Rate Technology Plan Approval spreadsheet and periodically post the updated spreadsheet posting on the OPI Web site.